



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 1

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BOSTON, MASSACHUSETTS 02114-2023

SHPACK
11.5
SDMS 295676

TO: Potentially Responsible Parties for the Shpack Landfill Superfund Site listed on Attachment A

From: Audrey Zucker *A. Zucker*
Senior Enforcement Counsel

Re: Shpack Landfill Superfund Site, Norton/Attleboro, MA
Release of Additional Information Request Letters and Responses

Date: July 24, 2006

In order to assist PRPs in preparing for upcoming negotiations, EPA is enclosing a CD-ROM which contains copies of recent CERCLA § 104(e) information request letters and responses, concerning the Shpack Landfill Superfund Site. Instructions on how to use the CD-ROM are also enclosed.

Please note that confidential information such as personal privacy information and possible confidential business information has been redacted from some of the documents contained on the enclosed CD-ROM.

Please also note that in January 2005, EPA released two CD-ROMs containing copies of CERCLA § 104(e) information requests and responses that had been issued and responded to as of that time. If you would like a copy of the two CD-ROMs that were previously released, or if you have difficulty using the enclosed CD-ROM, please contact me at 617-918-1788 or zucker.audrey@epa.gov.

cc: Michael Last, Esq. (with enclosures)



SDMS DocID

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Attachment A
July 24, 2006

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CD-Rom User Manual

April 2004

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CD-ROM User Manual

I. Background Information

The Superfund Document Management System and RCRA Document Management System (SDMS and RDMS) are information management tools that allow easy searching and reviewing of Superfund and RCRA documents in electronic form. Collections of documents can be copied from SDMS/RDMS to a CD or multi-CD set, depending on size. These CDs can be opened on any computer workstation that runs a Windows '95 or higher operating system and has a CD-ROM drive. Using the Inmagic software supplied on CDs, users can search for documents, review images on screen, and print as necessary.

II. Installation Instructions

The following instructions are applicable for computers running Windows '98 and previous versions. Windows 2000 and Windows XP users should note the extra step detailed below that must be taken before installation can proceed.

For Windows 2000/XP users:

1. Check to see if a *Windows* folder exists on your C: Drive by opening up My Computer from the computer desktop and double-clicking on the C: Drive. If a *Windows* folder appears in the open window, close the window and proceed with the installation instructions.
2. If there is not already a *Windows* folder on the C: Drive, click on *File* at the top left of the screen, select *New* from the drop-down menu, and click on *Folder*. A folder entitled *New Folder* will open up in the screen. Type "Windows" and hit *Enter*. Close the C: Drive window and the My Computer window and proceed with the installation instructions.
3. This step only needs to be taken once as long as the C:\Windows folder is not deleted.

For all users:

1. Place the Installation CD/CD1 into the CD-ROM drive in your computer. If there are multiple CDs in the collection, the installation files will be on CD1. Open My Computer from the desktop, click on the CD-ROM drive, and open the *Setup.exe* file to begin the installation process.
2. A screen will appear asking you to close all Windows programs. Close all applicable programs and click *Next* to proceed.

3. The next screen will ask if the Record Collection contains more than one CD (including the installation CD) - answer *Yes* or *No* as appropriate.
4. A window will appear indicating that a folder will be created to store the installed files. The default name for the folder is *Superfund File*, but it is recommended that you rename the folder to identify the collection on the CD (e.g., *ABC Site File*). Either click *Next* to accept the default name or rename the folder and click *Next*.
5. In the next two windows, click *Ok* and *Yes* to authorize shortcuts in your START menu and on your desktop.
6. In the final screen, you will see two check boxes. The first allows Inmagic to open the two README files, and the second asks if you want to launch your Record File. It is recommended that you keep these boxes checked. Click on the *Finish* button to complete the installation.

Note: Windows 2000 and Windows XP users will see two messages indicating that the program cannot open the two README files. Windows 2000/XP users who wish to view the README files should access their CD-ROM drive through My Computer or Windows Explorer.

- Use My Computer or Windows Explorer to access the CD, usually located on the D drive. Double click on CD1 to open its contents.
- Search for the DBSEARCH Folder and double click the folder to open.
- Search for the USEPA.WRI file (the last file in the folder) and double click the file to open. This file contains a description of the contents of the CD-ROM collection and in some cases, includes an index of the records.
- In the DESEARCH folder, search for the README.WRI file and double click the file to open. This file provides a brief description of and instructions on DB Search Works.

III. Starting Inmagic/DB SearchWorks

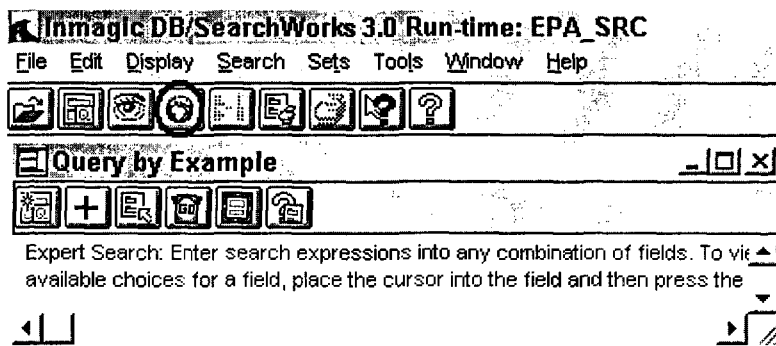
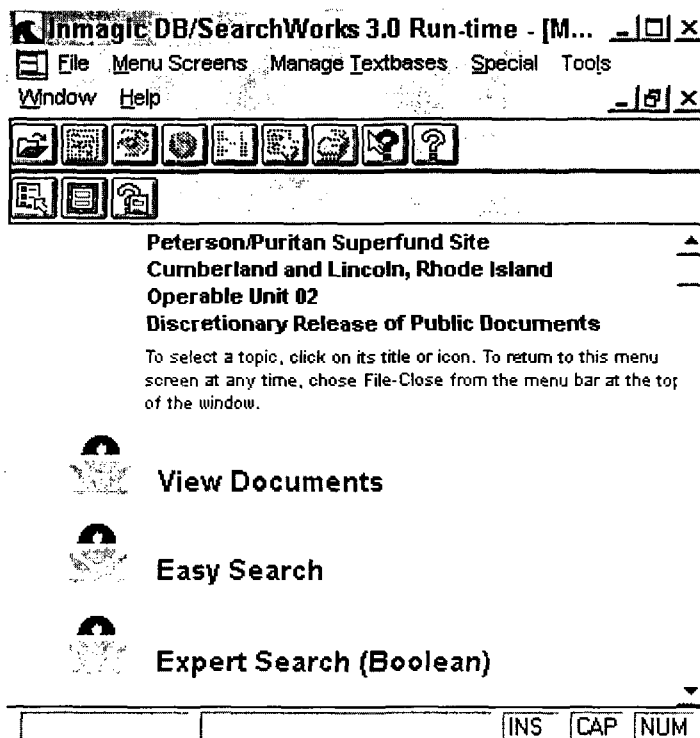
There are two methods for starting Inmagic:

1. Double-click on the desktop icon identifying your collection.
2. Click the *START* button at the bottom left of your screen, select *Programs*, then select your file collection. This method provides the option of viewing documents in the Superfund Record File, selecting the README files, or using Inmagic's online help feature.

IV. Finding Documents

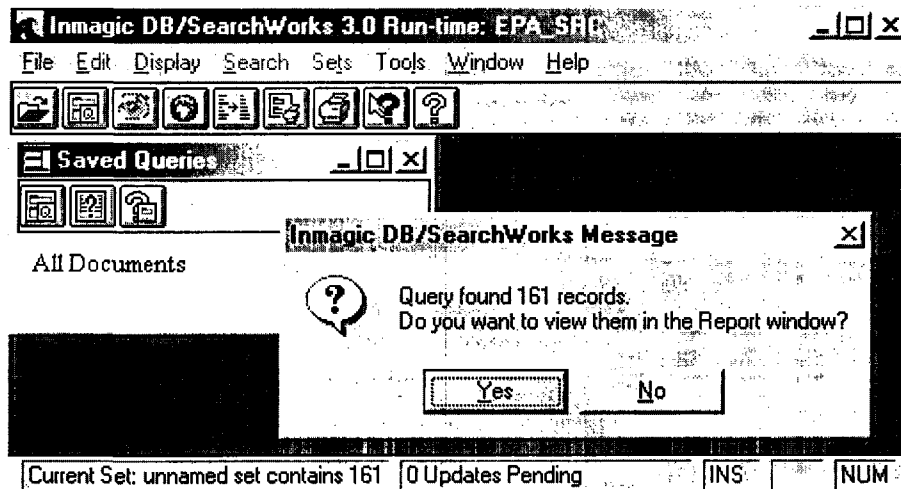
There are three search methods that may be used to locate documents of interest: *View Documents*, *Easy Search*, and *Expert Search (Boolean)* (see first screen capture below). Each search option allows the user to view all documents in the collection. To do so, select one of the options from the main menu, click on the *Find All Records* button (picture of globe at top of

screen – circled in second screen capture below) and select *Yes* at the prompt to generate a hitlist of all documents in the collection. To return to the main menu at any time, click *File* and *Close*.



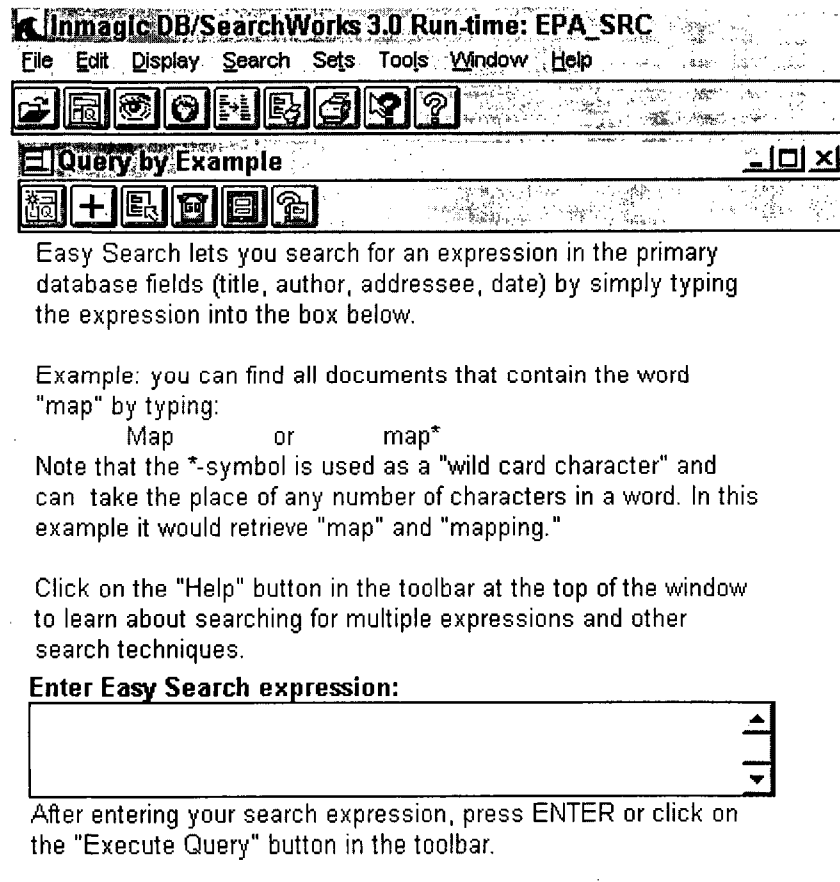
A. *View Documents* lets the user view records in saved queries if they are available. To use this option:

1. Select the *View Documents* option from the *Inmagic/DB SearchWorks* main menu.
2. Any available saved queries will appear, including *All Documents*. To access the records within each query, click once on the title. The message that pops up indicates how many records the query contains, as shown in the screen capture below. Click *Yes* to view the records in the Report window.



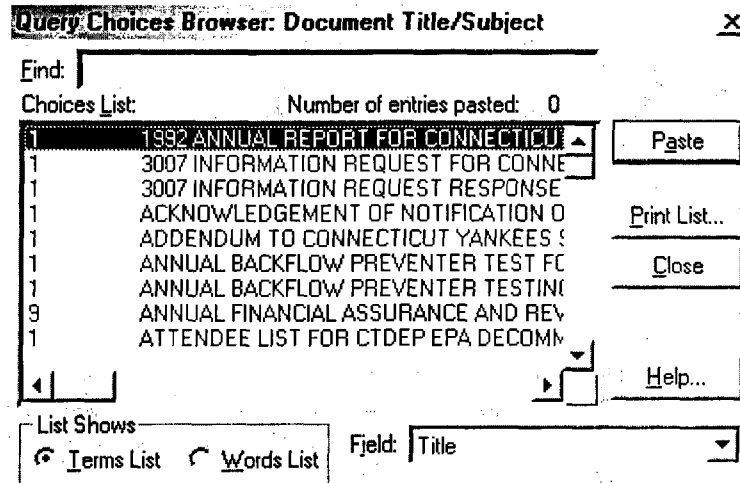
B. *Easy Search* allows the user to search for an expression in the primary database fields. To use this option:

1. Select the *Easy Search* option from the *Inmagic/DB SearchWorks* main menu and follow the instructions provided in the *Query by Example* window (see screen capture below).

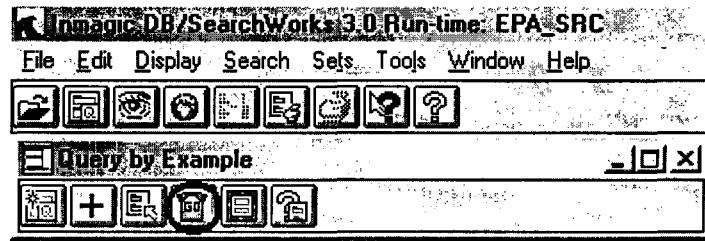


C. *Expert Search (Boolean)* enables highly specific searches because the user may enter available search expressions into any combination of fields. To use this option:

1. Select the *Expert Search (Boolean)* option from the *Inmagic/DB SearchWorks* main menu.
2. You may conduct searches for documents from the *Query By Example (QBE)* window. Placing the cursor in the appropriate QBE retrieve form field and pressing the F3 function key will open up a window entitled *Query Choices Browser* to display the available choices for this field on the right and the number of each choice on the left (see screen capture below). There are several ways to find the choice(s) you are looking for:
 - a. Scroll down the list, which is sorted alphabetically by term (or numerically where applicable).
 - b. Type the first letter or as much of the first word you are looking for into the *Find* field at the top of the window. Within a few seconds, the browser will select the first entry that matches.
 - c. Select *Words List* on the bottom left of the window, in the *List Shows* box (note: this option is not available for numerical fields). This displays all the choices available by word instead of term, generally providing more options from which to choose. Now you may scroll down this list or use the *Find* field as described above. To switch back to sorting by term, select *Terms List* from the *List Shows* box.



3. Select criteria from the *Query Choices Browser* menu by clicking on *Paste*. When you have selected the desired number of choices for a particular field, click on *Close*. When you have selected the desired number of choices for as many fields as appropriate, click on the *Execute Query (GO green light circled below)* button on the toolbar to initiate the search.



4. The *Inmagic DB/SearchWorks Message* will notify you how many records your search found. Click *Yes* to view these records in the Report window. The selected search term(s) will be highlighted in each record index.
5. Use the Boolean operators AND, OR, NOT to narrow or expand your search as applicable. Keep in mind that narrowing your search too much may bring up the *Inmagic DB/SearchWorks Message* "No records found by latest query - the current set has no records." To find records meeting some of your criteria, make your search less restrictive.

V. Finding Portable Document Format (PDF) Files

1. PDF files of documents or oversized materials from larger documents may be included on a CD-ROM. The presence of PDF files on the CD is usually noted on one of the README files that open up when you start Inmagic/DB SearchWorks. The PDF process maintains the look and presentation of the original document.
2. To view PDF files, you will need Adobe Acrobat Reader software loaded on your computer. This software is available, free of charge, from Adobe Software. To ensure you will be able to see a PDF file in its entirety, please obtain the most recent version of the free Adobe Reader from the Adobe Web site at <http://www.adobe.com/products/acrobat/readstep2.html>
3. To access the PDF files indicated on the README file, open Windows Explorer or My Computer and locate the CD-ROM drive (usually D:). Open the CD-ROM drive and double click on the desired file(s) to open them in Adobe Reader.
4. PDF files are listed in numeric order by document ID. Oversized PDF files are listed in numeric order by document ID, then by file description.
 - a. For example, to locate Figure 3 of SDMS Doc ID 1000, scroll down to "1000_fig3.pdf" and double click on it to open the file in Adobe Reader.

VI. Sorting Reports

1. To sort the report (document hitlist), go to the *Display* drop-down menu and select *Sort Report*. In the *Specify Sort Order* window, select a primary sort option from the *Available Fields* section and click the > button. You can also perform one or several subsort(s) by repeating this step. Each sort and subsort will add more order to the report, which may be desirable for lengthy reports. In the example below, the report will be sorted by Potentially Responsible Party (PRP) name first, then by Document Date.

Specify Sort Order

Use: ☒ Sort Order Shown Here ☐ Textbase Sort Order ☐ Unsorted Order

Sort Specification

Available Fields (Select up to 5):

Title	>
Document ID	<
Author Name	<
Author Org	<
Addressee Org	<<

Sort Fields:

Sort By:	PRP
Subsort	Document Date

Change Order:

Settings for This Field:

☒ Sort in Reverse Order

☒ Exploded Sort

Primary Sort Field Options...

Interfile...

Summary:

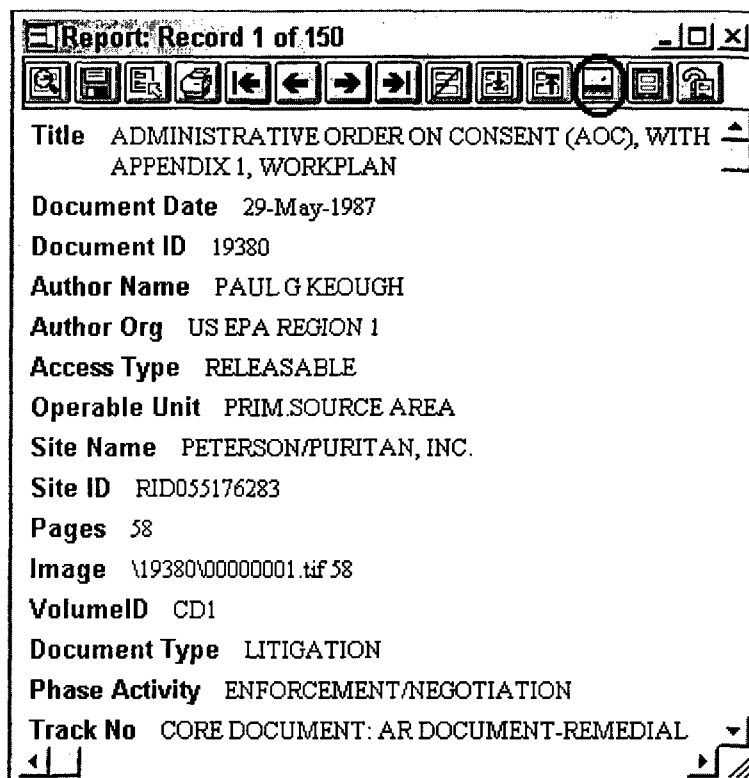
Sort by PRP, sorting empties first, subsorting by Document Date

OK Cancel Help...

2. To remove a sort/subsort option from the *Sort Fields* section, select the option and click on the < button. To change the order of an individual option, select that field and press *Up* or *Down* in the *Change Order* section below *Sort Fields*. The order of the other sort fields will stay the same relative to each other.
3. To sort in reverse order (alphabetical or numerical as applicable), check the *Sort in Reverse Order* box under *Settings for This Field*.
4. For more information on *Exploded Sort*, *Primary Sort Field Options*, and *Interfile*, access the Inmagic/DB SearchWorks Help Topics as described in Section VIII.
5. The *Summary* box in this window will provide a description of the sort/subsort you have chosen. When your criteria are selected, click *OK*. The sorted report will display in a new window, with the primary sort field highlighted in each record index.

VII. Viewing and Printing Document Images

1. Users can view images for a document by clicking on the *Show Record Images* button on the *Report* window with the record index highlighted (see circled button below) or by selecting *Show Record Images* on the *Display* drop-down menu.

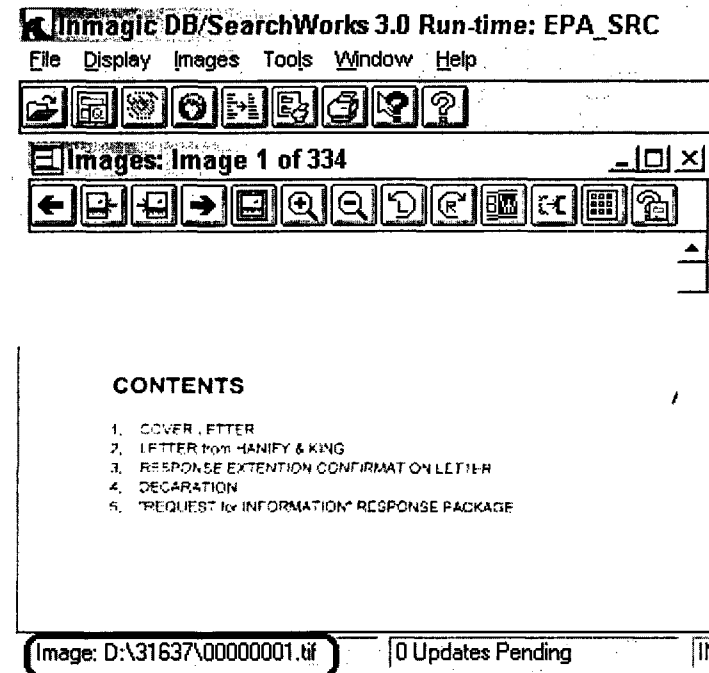


2. Features on the *Images* window allow users various options for viewing the records displayed in the report. All images will open in default portrait orientation.



- a. Click on the large black arrows (*Next Record* and *Previous Record*) to view the next or previous record in the report, or click on the small pink arrows between them (*Next Image* or *Previous Image*) to view the next or previous image within the record.
- b. Use your mouse to move the magnifying glass tool and click on a particular area of the image to zoom in on this area. To zoom out, click on the *Zoom Out* button (magnifying glass with a minus sign in the middle) on the toolbar.
- c. To restore the image to its initial view, click on the *Fit to Window* button on the toolbar, to the left of the *Zoom In* magnifying glass button.

- d. To rotate an image to the left or right, click on the *Rotate Left* or *Rotate Right* buttons on the toolbar. This is especially helpful for images that have a landscape orientation.
3. The bottom of the screen indicates what SDMS/RDMS Document ID (Doc Id) number the image is from, followed by the page number. In the example below, the Doc Id number is 31637 and the page number is 1.



4. If you are viewing a collection on multiple CDs, locate the *Volume ID* on the record index to determine which CD contains that record. Change the CD if necessary (e.g., if the record is located on CD3 and the Installation CD/CD1 is still in the CD-ROM drive, replace it with CD3). Wait for the light on the CD-ROM drive to stop blinking, then view the record images by following Step 1 above. You may access the search capabilities from any CD, but to view images on a specific CD you must load that CD. If this procedure is not followed, you will receive an error message indicating that the image is not found.
5. The *Images* window allows users to print the entire document but not individual pages or a page range. Select *File* and *Print* from the open *Images* window.
6. To print individual pages, you must know the Doc ID and page number of the pages you wish to print (see Step 3 above). Open up My Computer from the desktop, or select Windows Explorer from the *Start* menu or desktop, and select the CD-ROM drive. Open the folder with the correct Doc ID, then find the page(s) you wish to print and double-click on them. Each page number will have a series of zeros in front and will be a .tif

(TIFF) file. The image(s) will open up individually in an appropriate application for viewing TIFF files. Select *File* and *Print* from this application to print each page.

VIII. Getting Help with Inmagic

1. When using Inmagic/DB SearchWorks to search for and view documents, you can access help files at any time by clicking on the *Contents Help* button (yellow question mark on the main window toolbar). Follow the instructions in the *Inmagic/DB SearchWorks Help* screen to find your desired Help topic.
2. Each window that opens up as a result of a search has its own Help menu. Simply click on the *Help on this Window* button (yellow question mark on the window toolbar) to access information about options available through this window.
3. The *Context Help* button (black question mark next to the *Contents Help* button) provides information on menu commands. To use it, click once on the black question mark, drag it to the toolbar item that you would like information about, and click once again to open up an *Inmagic/DB SearchWorks Help* screen. Placing the mouse locator over a toolbar button will display a yellow description of that button, as shown below.

